



**DEPARTMENT OF HUMAN SERVICES**  
**SENIORS & PEOPLE WITH DISABILITIES**  
**500 Summer Street NE E02**  
**Salem, Oregon 97301-1073**  
**Phone: (503) 945-5811**

**AUTHORIZED BY:** \_\_\_\_\_

**SPD Assistant Director/  
Deputy Assistant Director**

**EXECUTIVE LETTER**

**SPD-EL-03-021**

**Date: April 18, 2003**

**TO:** Area Agency on Aging Directors CHS SDA Managers  
CHS/AAA Field Managers and Staff CHS SDA Assistant Managers  
SPD Managers & Staff CHS Central Office Managers

**SUBJECT:** Clarification of Contract Nursing Services for People with Developmental Disabilities; Follow up to SPD-EL-03-016

**ADMINISTRATIVE RULE REFERENCE:**

Topic: Contract Nursing Services to Persons with Developmental Disabilities  
Rule Number: 309-041-1115, 411-015-0010, 411-015-0015  
Filing Instructions: File with E-Ls

**PURPOSE:**

\_\_\_ Transmits new or amended Administrative Rule;  
X Interprets Administrative Rule;  
X Establishes procedures related to Administrative Rule;  
\_\_\_ Replaces existing procedures or interpretation;  
\_\_\_ Deletes Administrative Rule.

**GROUND TRUTHED:** \_\_\_ Yes X No

**EFFECTIVE DATE:** Upon receipt **EXPIRATION** N/A

**CONTACT:** Gretchen Thompson **PHONE:** (503) 945-6484  
**E-MAIL:** gretchen.l.thompson@state.or.us **FAX:** (503) 378-8966

**DISCUSSION:**

Between March 1, 2003, and May 1, 2003, a number of clients with developmental disabilities who have been receiving services under the Aged and Physically Disabled (APD) Waiver will transfer to the Developmental Disabilities Waiver (see SPD-EL-03-016). The steps identified below are intended to help Local Offices assure continuity of nursing

services for SPD clients who received Contract Registered Nurse services.

The local CHS/AAA office must identify clients on the Developmental Disabilities (DD) Waiver transfer list who are currently receiving Contract Registered Nurse (CRN) services.

The names and identifiers of these clients must be sent to Gretchen Thompson at SPD Central Office (see contact information).

The local CHS/AAA office must transfer a copy of these clients' nursing files, as well as contact information for the existing CRN, to the DD case manager at the local County Developmental Disabilities Program.

Local CHS/AAA responsibilities related to continuation of nursing services are now concluded.

DD case managers will work with the DD Central Office to develop a plan that addresses how the client's registered nurse services will be continued.

Contract Nurses who have questions regarding this transfer, or their role in the ongoing management of a client who has moved to the DD waiver, can contact Gretchen Thompson.

**LOCAL ACTION REQUIRED:**

Offices are requested to share the contents of this E-L with their case management staff and discuss appropriate protocol and procedures for individuals defined under these service categories. The desired result is that clients who have received Contract Registered Nurse services will continue to receive nursing services upon being transferred to the Developmental Disabilities Waiver.

**CENTRAL OFFICE ACTION REQUIRED:**

Central Office staff will render technical assistance.

**TRAINING EXPECTATIONS:**

N/A